

ALBANY UU SERVICE OPPORTUNITY DESCRIPTION

Service Opportunity Name/Title: Library Team Chair

Service Opportunity Brief Description:

The Library Team Chair coordinates activities of, and provides leadership to the Library Committee.

Service Opportunity Detailed Description:

The Library Team Chair provides leadership to the Committee in support of the Library's mission:

"The Library supports the mission of the First Unitarian Universalist Society of Albany, and selectively collects and facilitates access to information resources on: Unitarian Universalism and other spiritual traditions; social and ethical issues, philosophy, theology, Bible study with a liberal religious perspective, and other issues of interest to our congregation. The library also holds non-circulating collections of art books and antiquarian books on Unitarian Universalist history."

The Chair calls meetings of the Committee (online, by conference call or in-person); identifies problems, liaisons between the Library and Albany UU; enhances the contribution of the Library to congregational life; and interprets the Library to users. The Chair prepares the Library annual financial statement, budget request, and annual report.

Length of Service Commitment: 1 year

This opportunity will enable you to contribute to the intellectual life of the Albany UU community, to participate in the governance of Albany UU, to develop your own leadership skills, to learn the Library's online system, LibraryThing, to interact with other book lovers choosing new books for our library, to learn to write book reviews in order to inform the Albany UU community about new books in the library, to design attractive displays of new acquisitions, and to work from home at your own convenience.

Skills Needed : Library experience desirable; ability to lead the committee; understanding role of library within Albany UU; sensitivity to concerns of the congregation; ability to advocate for the Library; basic library skills such as how to locate materials in the library; email and word processing. Must have a computer to communicate with the committee.

Training, assistance, and safety requirements: training in use of the online catalog, LibraryThing, will be provided. Former Chair will be available for mentoring. Previous Annual Reports, Windows columns, Budget Requests and Reimbursement Requests available as models.

Number of positions available: _1_

Key word: computer marketing, publicity, write